

MPA/PPA Check List

I. Analyze all documents so proper entry not only is recorded by reference, FAN and funds but also to verify that the items are property to be purchased and do not represent a contractual service which is not charged to MPA/PPA.

A. Commitments - Processing the Requisition for Materials (Form 88)

1. Sort Form 88 by voucher sequence.
2. Post procurement charge to log record.
3. Separate by FAN.
4. Post to ledgers open commitments by total at end of month for current fiscal year only.

B. Obligations

1. Check FAN and quantities on Form 88 against obligation document.
2. PPOD immediately (all 3 current fiscal years and lapsed fiscal years).
Run tape for obligations by FAN and prove to PPOD total.
3. Decommit when applicable.
4. Post decommitments to ledger cards in detail.
5. Post PPOD total to obligation column on ledger cards (for current year only).
6. Prepare change notices as necessary.
7. Make sure there is a proper sub number to ORN (PIN).

C. Verify vendor, obligation reference number and FAN by proofing all PPOD obligation entries posted to the "88".

D. Post to ledger card, balance of "88" commitments remaining at the end of the month on current fiscal year together with any miscellaneous obligation adjustments from OOAR report.

E. Reconile accounts - commitments (folders) to ledger totals and obligations to PPOD and ledgers.

Recap ledgers - commitment ledgers and obligations.
Ledgers for Stocks and Directs.

F. Verify obligation documents to the OOAR.

1. FAN, reference number and dollar amount.
2. Prepare PPOD adjustment where necessary.

G. File cross reference sheets, unliquidated, liquidated, and committed "88's" after posting to ledger.

H. Transmittals to Procurement Sources (of open commitments).

1. Include "88" amendments.
2. Follow-up prior to end of month.
3. Take appropriate action based on reply.

II. Notify supervisor if any of the above instructions cannot be accomplished in the specific time frame.

III. Take initiative to assist the other accounting clerk when need arises.